

## **Time Study Instructions**

The Excel time study workbook contains 16 worksheets. The tabs near the bottom of the window display the worksheet names. The first worksheet, Agency Totals, sums the data entered on the 15 employee worksheets.

The Excel time study worksheets are protected. Cells that are not intended for user input are locked. Users cannot select or enter data in locked cell. The Agency Totals spreadsheet has only the Agency Name and Facility Name open for user input. The Agency Name is limited to the agencies entered on the validation list by the Office of the Controller. If your agency is not listed, contact the Office of the Controller. Contact information is provided inside the front cover of this manual and on the website.

The following individual employee data must be entered for each individual participating in the time study. In Excel the Agency Name and ID will be carried from the Agency Totals worksheet, and the Date, Minutes, and Description of Activity have a drop down list. To use the drop down list, move to the cell, left click on the arrow on the right side of the cell, left click on the entry that you wish to select, then enter or tab to move to the next cell. Each participant will maintain a Worker Daily Report of Services Provided to Clients for each working day, for one full month (**March 2007**). 100% of paid time allocated or expensed as social services is logged.<sup>1</sup>

1. **Employee Last Name** - Enter the last name of the employee.
2. **Employee First Name, Middle Initial** - Enter the first name and middle initial of the employee.
3. **Line Number** - Entries are pre-printed in this column for each employee page. **Do not skip lines as you enter the data. Do not enter partial data on any line.**
4. **Date** - Enter the numeric date for which time is being recorded. In Excel, the input has been limited to the numbers 1-31. Entries on paper time studies must also be limited to the numbers 1-31. On paper time studies, you may enter the number on the top line and arrow down to the last entry for that date.
5. **Minutes** - Record the number of minutes spent in performing the activity. Round time to the nearest multiple of the standard 15 minute segment. In Excel, inputs have been limited to multiples of 15, up to 720 minutes. Values outside of the 15-minute segments will not be accepted. Be sure to enter all minutes that are spent performing foster care activities and social services.

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<sup>1</sup> Some positions are split between social services and daily supervision or administration, etc. Only the portion of time spent performing social services task (per definitions) are captured in the Time Study. The cost associated with this time is entered in the Social services section of the cost report.

6. **Description of Activity** - Enter only the title of the description of the activity. The inputs in the Excel workbook are limited to the title of the description of activities. Entries on paper time studies must be limited to the titles shown on the chart below. Time studies with descriptions other than those listed in the chart below will be returned to the agency for correction.
7. **Service** - The Excel time study will automatically enter the correct service code that corresponds to the description of activity entered. On paper time studies, enter the corresponding service code for the activity entered in the description of activity. Use the chart provided to determine the correct service code. Time studies with missing or incorrect service codes will be returned to the agency for correction.
8. **Program Code** - The Excel time study will automatically enter the correct program code that corresponds to the description of activity entered. On paper time studies, enter the corresponding program code for the activity entered in the description of activity. Use the chart provided to determine the correct program code. Time studies with missing or incorrect program codes will be returned to the agency for correction.

Use the DSS Definitions of Foster Care Service Activities provided to determining which code to use. If you have entered minutes on a line, the description of activity, service and program code must be entered.